

1-What is the Candidate Information Bulletin (CIB)?

- The CIB is designed to give the candidates a comprehensive overview of the practical examinations that each state administers. It provides the scripts the examiners will read and the tasks the candidates need to perform.
- Each state has specific requirements. The **California CIB** is different than the CIBs from other states that are found on the NIC website.
- California candidates are only examined on the information contained in the California CIBs which can be accessed from the BBC website **only**. (www.barbercosmo.ca.gov)
- Anytime the CIB is mentioned in this document it is referring to the **California CIB**

2-Can I drape my mannequin during the 10 minute set up time?

- Yes. The cosmetology California CIB lists, “Uses neck strip or towel and applies drape.” Candidates are given 10 minutes to set up the general supplies and to perform client protection. They can watch the webcast for details of each exam.

3-What is the two- minute time used for?

- The 2 minute time is for the candidate to clean up or set out supplies for the next section. They are not scored until the verbal instructions are read for the next section. The candidate can use these 2 minutes to just breathe or set up or clean up. They can prepare their mannequin at this time if they would like.

4-What if I do not know what a task means on the National-Interstate Council of State Boards of Cosmetology, Inc. (NIC) practical examination?

- All tasks and questions are referenced to all textbooks listed in the CIBs. The information must be the same in all referenced textbooks in order for it to be used on the NIC examinations.
- The CIB lists the references used to prepare for the NIC practical exams. The BBC webcast is posted on the BBC website (www.barbercosmo.ca.gov) for schools and students to view at anytime. It explains the practical exams in detail.
- NIC has a National Textbook Committee that works with the textbook companies to ensure the information is consistent and correct.

5-How should I prepare to take the examination(s)?

- CIBs contain all tasks that are evaluated on the practical examinations as well as the verbal instructions. The CIBs also contain information specific to California that outline all requirements for this state. Candidates should be prepared to perform the tasks correctly in the order listed in the California CIB during the practical exam.

**** Please refer to the California CIBs for state specific requirements. ****

6-How should I prepare the mannequin for testing?

- The candidate should not bring a new mannequin without preparing it. The mannequin should be shampooed, conditioned, cut, and dried and whatever else may be necessary to comb and handle the hair.

California Task Questions 2013

- Mannequins should not have product from previous use nor should they have been stored in a bag when wet that may cause a bad odor.

7-What if a mannequin falls off the clamp?

- The mannequin should be picked up and put back on the clamp.
- The candidate should re-sanitize their hands before continuing.

8-Why are pre-marked mannequins not allowed?

- Pre-marked (pre-sectioned) mannequins are intended for teaching purposes and therefore, are not permitted during examinations.
- Unacceptable markings are considered to be anything that would give an unfair advantage to the candidate during the examination. Including, but not limited to, indications of where to start various applications, measuring lines on the face, etc.
- In the cosmetology and esthetician exams, drawn on eyebrows are acceptable and necessary if none were present.

9-Can the mannequin/model have permanent makeup?

- Permanent makeup should be removed prior to the exam because candidates must demonstrate all tasks in the 'Cleansing of the Face' section of the examination. Also, esthetician candidates must demonstrate applying makeup.
- Mannequins' makeup can be removed with polish remover but be sure to leave eyebrows. The eyebrows may be drawn on with a permanent marker.

10-What kind of cape should the candidate use for testing?

- A kid cape or a short cape can be used (not a comb out cape). They are not heavy and will not fall down as easily as a full-size cape.

11-Does my kit need to have a cover and does it have to be kept closed during the examination?

- Yes. Implements and supplies must be in a closed container. Kits must be kept closed (zipped, snapped, etc.) at the exam site except when removing or replacing supplies. Suitcases and duffle bags must be zipped/snapped shut.

12-What is considered the dry storage kit?

- The dry storage is the container that the candidate has brought to the exam with their supplies. If the candidate uses any other area at the testing site the candidate will have to disinfect that area for their supplies. The exam sites have shelves, a counter top and a manicure/multipurpose table that should be disinfected prior to use.

California Task Questions 2013

13-Can the trash bag, Items to be disinfected, and towel bag be left open?

- If the container for “Items to be disinfected” is on the table or counter, it must be closed.
- If a bag is used and attached to table the bags may be left open until the service is completed. They should be closed at the end of the service.
- Nothing should be placed on top of the kit whether or not the candidate is working out of the kit.
- Bags stored under the work area on the floor may remain open until the end of the exam. They must be closed after the last service.

14-Should all supplies for all areas be set up at the beginning of testing?

- No. It is not necessary for all supplies to be set up at the beginning of the exam, only the supplies necessary for the area currently being tested on. Instructions are read for each section. Other supplies that the candidate has brought can remain in the kit or on the shelves, until the supplies are needed.
- Since California furnishes shelves, they have the option of emptying the entire contents of their kit into the shelves and removing each service from the shelves as necessary. Shelves must be disinfected prior to placing supplies on them. The empty kit needs to be closed and stored under their station until it is repacked at the end of the exam.

15-What if I have an emergency during the practical examination?

- Candidates may ask to speak with the supervisor if they are experiencing an emergency situation.
- Problems with the kit is not an emergency situation.
- Candidates should do the best they can with what they have available.

16-What if I drop an implement on the floor during the examination?

- If a candidate drops an implement they must pick it up immediately, store, discard or disinfect the item, and sanitize their hands before proceeding with the service. If it is something they need because they only have one, such as shears or a cape, they may spray it with their disinfectant, wipe it off and reuse it for the exam.

17-What if I need to use the restroom during the practical examination?

- Candidates may ask the examiner to be excused to use the restroom, Candidates will sign out, be escorted to the restroom and then sign back in. The examination will continue and they will not be permitted extra time.

18-What if I forgot to pack something that I need for the practical examination?

- In the event that a candidate forgets an item or implement or something breaks, they should do the best they can do with what they have available. They are not allowed to borrow from others. They should continue to perform as many tasks as they are able. Candidates cannot be readmitted to the exam if they exit the building during the examination.

California Task Questions 2013

19- Can the candidates use the sink at the test site?

- Yes. The candidates can use the sinks at the test site or they can bring bottled water. It is not required to wash hands. The candidates only have to use a sanitizer for their hands or bring water for all other areas

20-Is the candidate allowed to go in and out of their items to be disinfected box?

- Yes. The candidate needs to close the box after each time they go into it if the box is sitting on the station and is labeled, "Items to be Disinfected".
- If the candidate is using a plastic bag attached to the station (not placed on the work area, i.e., shelves, counter or utility table) and the bag is labeled "Items to be Disinfected" the bag can stay open.
- Candidates can open the box without gloves and do not have to sanitize their hands unless they have contaminated them.

21-Can the candidate move the chair with their hands?

- Candidates can move the chair with their hands without re-sanitizing unless contamination has occurred.
- The chair is considered clean unless contaminated.

22-What is considered the work area at the testing site?

- Any area that a supply is sitting on (shelves, counter, and utility table)

23- Are all items put back on the work area?

- Porous items are immediately thrown away and are not put on the work area.
- Items that can be disinfected can be placed on the work area but need to be in the appropriate receptacle at the end of service.
- Disposable items for the makeup service may be temporarily placed on the pallet.

24-Does NIC grade technique?

- No. NIC does not evaluate technique. The tasks must be performed safely and correctly as listed in the approved textbooks and outlined in the CIBs.

25-Do I need to sanitize my hands after touching the trash bag?

- Yes. Any time a candidate contaminates their hands they must sanitize before proceeding to touch supplies or their mannequin/model.

California Task Questions 2013

26-What should I do if I drop mock product on the floor or my work area?

- If a candidate drops mock product on the floor or work area they must immediately clean it up, sanitize their hands and then proceed with the service.

27-Do I need to recap all bottles and jars during the examination?

- Yes. All bottles and jars must be recapped after each use. Bottles with nozzles that lift to open must be reclosed after each use.

28-Can I return unused product back into the container?

- No. Product may not be returned to containers.
- Candidates may not dip fingers; re-dip spatulas or other implements into reusable containers. Nozzles may not touch the model/mannequin.

29-Do all of my bottles and jars need to be labeled in English?

- Yes, all bottles and jars must be labeled in English.
- Disinfectant and hand sanitizer must additionally have the manufacturer's label on them and must contain real product.

30-Why does NIC require the disinfectant and sanitizer to have the manufacturer's label with real product?

- Manufacturer's labels are required to ensure that candidates have complied with the requirement that the disinfectant they are using is EPA registered and has bactericidal, fungicidal, and virucidal properties.
- Photocopying the manufacturer's label and applying it to the bottle with real disinfectant is acceptable.

31-What should I do if I cut myself during the examination?

- Candidates are expected to follow the NIC Health and Safety Standards. Failure to do so may result in their dismissal from the examination.
- Please refer to the NIC Health and Safety Standards as outlined in the CIB.

32-I took my examination and I noticed that other candidates were performing services differently than I was taught.

- Candidates should perform all tasks as *they* were taught.

33-Do I need to make sure that the examiner sees each task that I perform?

- The examiners are trained to observe all tasks that are listed in the CIB. The examiners are evaluating the candidates at all times even when the candidate may not be aware that they are being evaluated.

California Task Questions 2013

BARBERS

34-Can I use a mannequin for the shave and haircut during the Barber exam?

- No In California, the barber candidates perform the shave and haircut on a model. The rest of the services are done on a mannequin head.

35-Do I need to test the temperature of the steam towel? Will the examiner evaluate the temperature of the steam towel? (*Barber Exam Only*)

- Candidates must test the temperature of the steam towel on the wrist prior to applying. The examiners will not evaluate the temperature of the towels.

THERMAL

36-Does the hair have to be sections for blow-dry/curling iron?

- No

37-In blow drying does the candidate have to use a round brush?

- Any brush is acceptable. It just has to be a brush because the task line says brush.
- Candidates may not simply use their hand while blow drying.

38-Do I need to roll the iron from base to ends while clicking during the Thermal Curling section of the Cosmetology examination?

- No. The Cosmetology examination requires that the candidates establish a base and form a complete curl. The method with which this is accomplished is considered technique and therefore, not evaluated.

39-What if the Curling Iron is too hot to put away?

- The curling iron can be unplugged and left on the table after use to cool. After cooling down it must be removed and put in the "Supplies to be Disinfected" container.

40-Does it matter what type and size iron is brought to the exam and what side of the head the curls are placed?

- The candidate does not have to use a marcel type iron, they may use a spring iron or any iron they are comfortable using.
- It does not matter the width of the barrel of the iron
- It does not matter what side of the head is curled. There just needs to be 3 curls on top and 4 curls on one side (7 curls).

California Task Questions 2013

HAIRCUTTING

41-What haircut is required for the haircut section of the exam?

- The CIB indicates that a razor should be used to cut the guide at the nape. The nape is cut with elevation using a razor, and the remainder of the head is cut with scissors in a basic layer haircut. It should not be cut at zero degrees into a blunt cut.

42-When does the candidate clean up the hair in the haircut section of the test?

- The candidate will not clean up the hair until the examiner has instructed the candidate to clean up the hair. This is a task line in the haircut section of the test.
- The candidate needs to clean up the work area and the mannequin when instructed to clean up their hair.

CHEMICAL WAVING

43-Should I section the head into 9 sections for chemical waving?

- It is not necessary for the candidates to section the head into all 9 sections. They are only evaluated on the center back section of the head from crown to nape, so this area should be separated appropriately.

44-Do I need to use a particular size rod for chemical waving?

- No. However, the hair must be long enough to wrap around the rod at least 1 ½ times. The candidates must demonstrate subsections that are the same size as the rod used.

45-Does it matter what method of end paper wrap?

- No, as long as it is performed properly. Technique is not evaluated.

46-Will the examiner tell me when to demonstrate saturation and a test curl?

- Yes. If a candidate finishes wrapping before the time has elapsed the candidate must wait for further instructions by the examiner. If a candidate is still wrapping when the time has elapsed the examiner will instruct them to step back. The examiner will instruct each candidate (individually) to demonstrate saturation and a test curl.

47-Does the examiner expect to see an “S” formation when I demonstrate a test curl?

- No. The examiners do not expect to see an “S” formation as they are aware that only water was used to saturate.
- Candidates should allow the hair to relax when demonstrating a test curl and they should not push the hair.

48-Are the candidate asked to neutralize the hair?

- No this is not a task line in the CIB.

California Task Questions 2013

CHEMICAL APPLICATIONS

49-Should the P.D. test be performed during the 2 minutes?

- Yes. The P.D. test is performed during the Preparation section where the task line is stated in hair “VIRGIN HAIR LIGHTENING APPLICATION AND HAIR COLOR RETOUCH”.
- Hair lightener (bleach) must not be used for the PD test.

50-Can I use the same product for hair lightening, hair coloring and chemical relaxing?

- Yes. Candidates may use one product with three labels around the container. (i.e., Lightener, Hair Color and Chemical Relaxer). The container would then have to be turned so that the proper label is visible to the examiner. If one bowl is used, the bowl should be cleaned between services.
- Candidates may also bring three separate containers of product, each individually labeled Lightener, Hair Color, and Relaxer)
- The candidate must use 2 brushes one for lightning/color and one for relaxer. The candidate must set up implements (brushes, bowl, etc.) that are visibly clean and sanitary for each service.
- Candidates may apply product with a brush or a bottle applicator.

51-Does the candidate only use shaving cream or can the candidate use other products?

- Any product may be used to perform the task as long as the examiner can see the product.

52-In the relaxer service does the candidate need to base?

- No. For examination purposes it is considered a no base relaxer. That said, it is required that the hairline be protected.

53-Can I apply the protective cream for all sections/services at once?

- Yes. Candidates may apply the protective cream around the entire hairline first, or they may wait until ready to apply chemical to that quadrant.

54-Will the examiner tell me to demonstrate smoothing the relaxer product?

- Yes. The examiner will instruct each candidate (individually) to demonstrate smoothing the relaxer retouch product only.
- The candidate can use their fingers or any smooth implement. They cannot use the teeth of the comb or bristles of the brush to smooth.

California Task Questions 2013

NAIL CARE

55-How does the candidate prepare the hand for manicuring?

- The mannequin hand comes to the testing with a set of nails on the hand. The nail tip should cover the complete nail bed. Prepare the mannequin hand with nail tips applied will be treated as natural nails during the exam. Do not apply sculpture nail product on the mannequin hand prior to the examination.

56-Do I need to use a finger bowl to soak the mannequin's fingers?

- Candidates must soak **all** fingers, but do not have to use a finger bowl. Some mannequin fingers are stiff and it may be easier to soak in a regular bowl or container or turn the manicure bowl upside down.

57-How do I hold the "skin" away from the sides of the nail while filing on a mannequin hand?

- Candidates should demonstrate positioning their thumb and forefinger on the sides of the nail while filing.
- Candidates should not hold their finger on the top or at the knuckle as this does not protect the skin at the sides of the nail.

58-What is the proper way to file the natural nails safely?

- The nail file must move from outside edge to center.
- Candidates should not file back and forth or cut into the corners of the nail.

59-How do I hold the cuticle pusher to avoid damaging the cuticle?

- Candidates need to hold the cuticle pusher with a little elevation when pushing the cuticle to avoid damaging the cuticle.
- Do not simulate pushing the cuticle.

60-When is the massage of the hand preformed?

- Be guided by the CIB. The task lines are put in an easy to follow, logical order.

61-How do I determine the proper size nail tip to apply?

- The nail tip selected must match the width of the nail. If it is too wide candidates may file it to size.
- The nail tip cannot cover more than $\frac{1}{2}$ of the nail plate. Less than $\frac{1}{2}$ of the nail plate is fine.

62-When will the examiner check the finished nail?

- The examiner checks the finished nail when the candidate has turned the hand toward the examiner to indicate that they are finished or when time has elapsed.

California Task Questions 2013

63-What is required for nail dehydrator?

- Any product can be used as long as it is labeled “dehydrator” in English.

64-Am I required to use an “odorless” sculptured nail product?

- Yes. Candidates must use an odorless sculptured nail product. The product must be in the original container and it must be labeled “odorless” in English.
- If it is not labeled properly or if it has an odor, they are not permitted to use it. They would be instructed to tape the bottle shut and/or seal in a zip lock bag when available. .

65-Does NIC specify how long the sculptured nail must be when completed?

- Candidates must extend artificial nails past the free edge of the fingernail that was pre-applied to the hand.
- The pre-applied fingernails should look like natural nails spanning the entire nail bed (cuticle to free edge).

66-Is it all right to file on top of the sculptured nail product?

- Yes. Candidates file the sculptured nail product on the top of the nail to shape and balance the nail and then buff the nail smooth.

67-Does the sculptured nail product have to be applied using a particular method?

- Candidates may apply product as they were taught.
- NIC does not evaluate technique.
- NIC does not specify pink or white product or one ball, two ball method, etc.

68-What will the examiners be looking for in the finished sculptured nail?

- The finished nail must taper to a thin edge.
- The curve of the nail from cuticle to tip needs to be balanced and not flat.

69-Do I need to recap the sculptured nail powder and liquid?

- Candidates must recap the powder and the liquid once they have poured out what they need into their dappen dish. The unused product in the dappen dish must be disposed of properly.

70-Can I use one bottle for the base coat and top coat?

- The base coat and top coat can be the same product but it must be labeled base/top coat.

71-Do the examiners evaluate the polish application and the number of strokes?

- Candidates must cover the entire nail plate with polish.

California Task Questions 2013

- Polish on the skin must be cleaned off.
- The number of strokes is not evaluated.

72-Can I wait until the end of the service to discard soiled materials?

- Soiled materials should be discarded immediately and not left on the station.
- There are some exceptions to immediately discarding soiled implements.
- The orangewood stick may remain on work area but if the candidate covers the end with cotton, the cotton must be removed and disposed of prior to laying it back on the work area.
- Disposable nail files may remain on the work area until they are no longer needed for the service.

SKIN CARE

73-Can I use a mannequin for the Esthetician practical exam?

- All services in the esthetician examination are performed on a mannequin.

74-If the mannequin is bald for the esthetician practical exam does the candidate need to cover the entire head?

- Yes. Even though the mannequin is bald the task is to cover the entire head.

75-Will the examiner instruct me to demonstrate each massage movement?

- No. Candidates should move from movement to movement and the examiners will observe them but will not instruct them for each movement.

76- Are eye pads required on the mannequin for a facial or hair removal?

- No

77-Do I need to cover the eyes when applying products or spray toner?

- Product should not enter the eyes, nose or mouth. If a candidate uses a spray toner or astringent they should cover the eyes for protection.

78-Does the simulated wax product need to remove hair?

- No.

79-Will the examiner tell me when to demonstrate the tweezing and soft wax procedures?

- Yes. The examiner will instruct each candidate individually to demonstrate the tweezing procedure and to demonstrate the soft wax procedure. Candidates should discard the wax strip and any other disposable products.

California Task Questions 2013

80-Why do I need to demonstrate smoothing the fabric in the direction of the hair growth?

- Candidates must smooth the fabric in the direction of the hair growth only to avoid damaging the skin. Each step is performed as if they were performing the service on a real client.

81-Will I have enough time for the mask to dry? And can the mask be a gel mask? Does it have to be in a manufacturer's labeled container?

- The mask will not have to dry. The candidates will apply a mask and then remove it.
- The mask must be something that can be easily seen by the examiner. Clear gel would not be easily seen when applied.
- The mask container must be labeled in English but does not have to be the manufacturer's label.

82-Can I touch the mannequin's/model's skin when applying products?

- Candidates are required to brace when applying eye shadow, eyeliner, mascara, lip liner, and lip stick. Their hand must be in contact with the mannequin's/model's face in order to show bracing.

83-Can I use makeup from the original container?

- No. The makeup has to be transferred from the original container to a palette and the candidate can then go back and forth to apply makeup and throw the palette away when finished using it.

84-Can the candidate use makeup brushes at the testing site?

- The candidate is advised to bring disposable brushes and applicators to the test and dispose of them at the proper time.

85-Is it all right to blow on the makeup applicators?

- No. Candidates are not permitted to blow on applicators; they can tap off excess blush or eye shadow.

86-Do I need to sharpen the eyeliner pencil?

- Eyeliner pencil is brought to test site clean and sharp. Therefore, it does not have to be sharpened at the test site.

87-Can I re-dip the mascara brush?

- When applying mascara candidates cannot re-dip a mascara brush or disposable applicator into the container. They should set aside the applicator that comes with the product and use a disposable applicator.

88-How is mascara applied to a mannequin?

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- Candidates will mock the mascara application on a mannequin. To simulate the application of mascara safely, candidates must perform proper bracing.

89-Can I apply lip color with a lipstick tube?

- No. Candidates are not permitted to apply lip color directly from the lipstick tube. They must remove some product to a palette with a spatula and then apply to the lips with a disposable applicator.